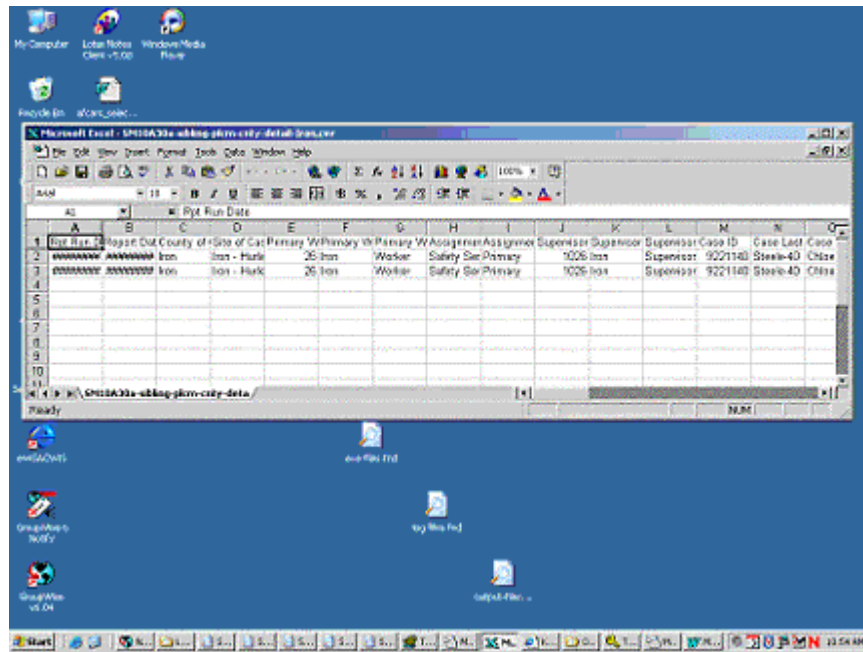


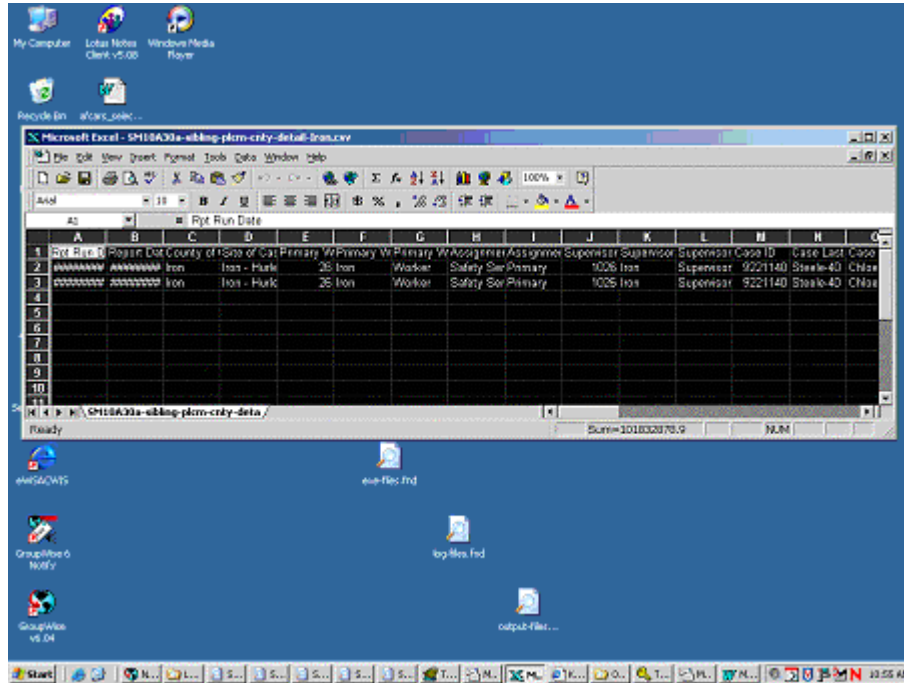
Formatting Excel Documents for Printing Reports

Resize the columns

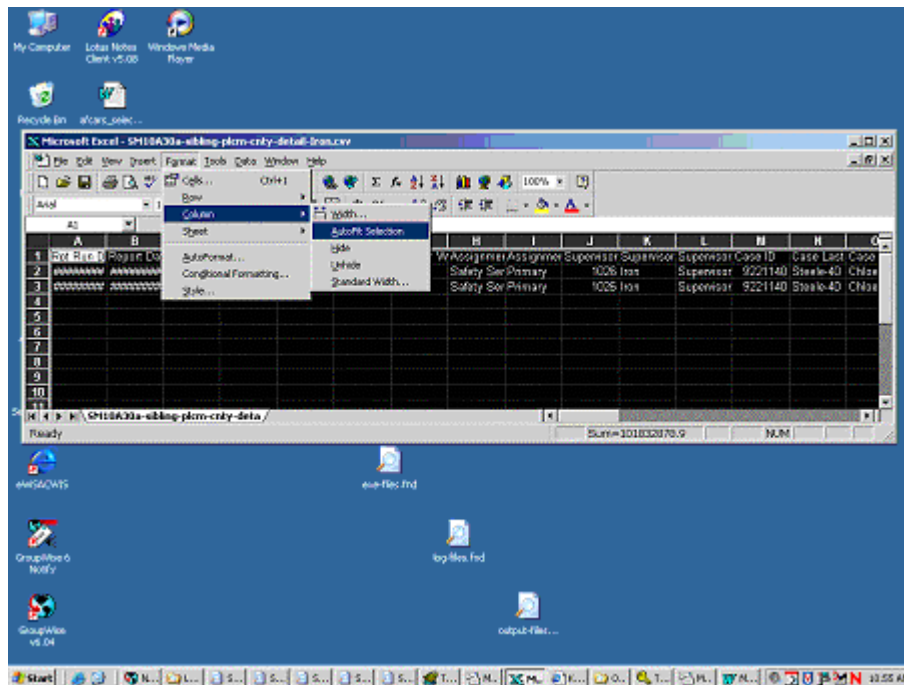
- 1a) When one first opens a spreadsheet, data and columns are difficult to read. This is due to the column width being too small.



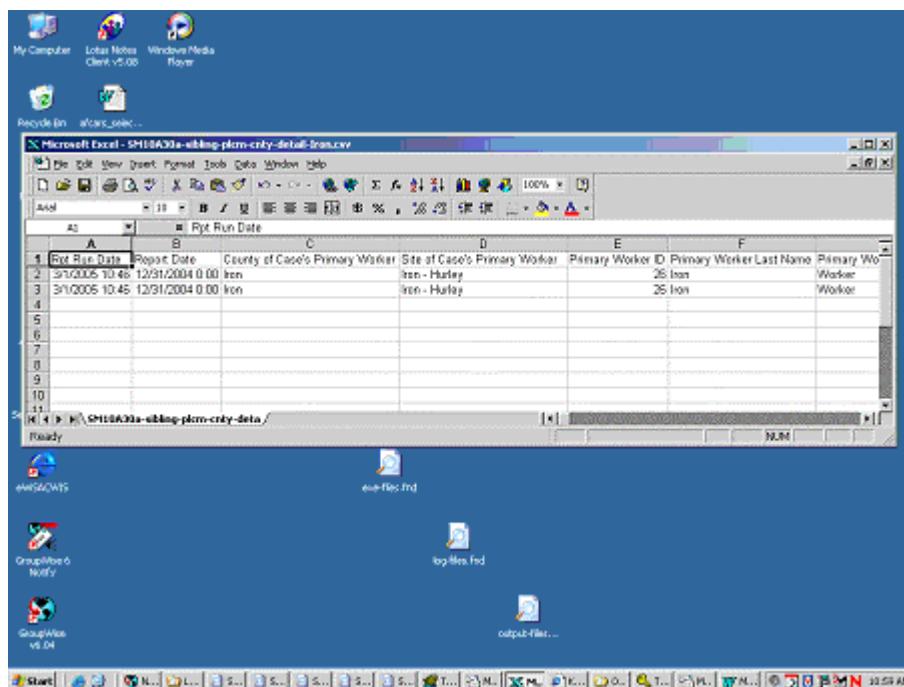
- 1b) Click with the mouse in the small gray box *ABOVE* row 1 and *TO THE LEFT* of column A.
(This step should select all of the columns and rows in the spreadsheet as shown below).



- 1c) Select Format > Columns > Auto Resize

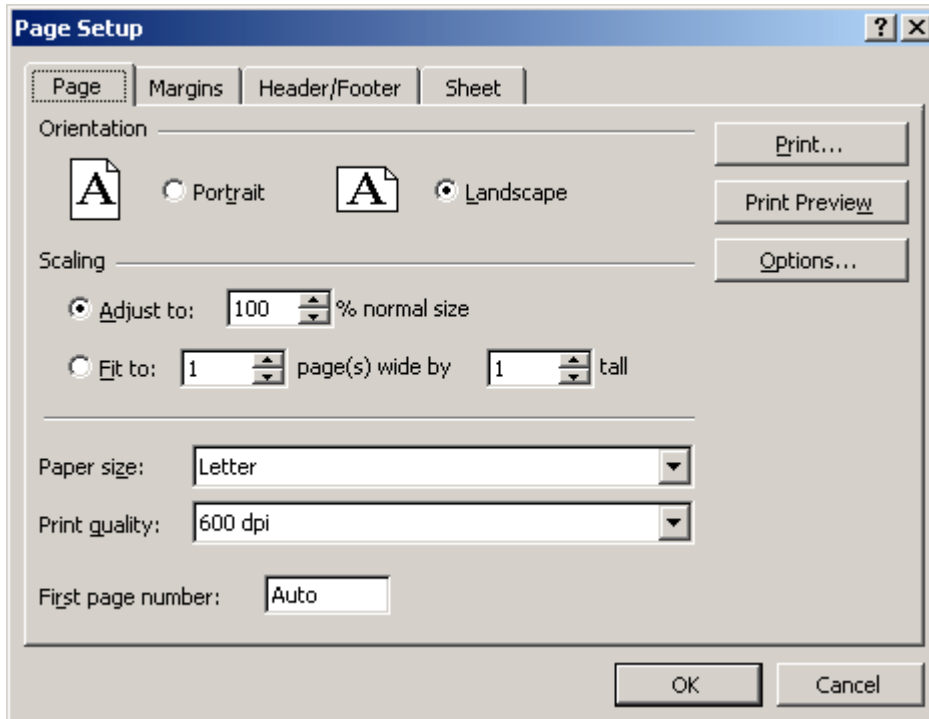


- 1d) Then click in any cell on the spreadsheet.
- 1e) The columns will be the correct size for the title or data that is in the column and the remaining steps will enable printing of the spreadsheet.

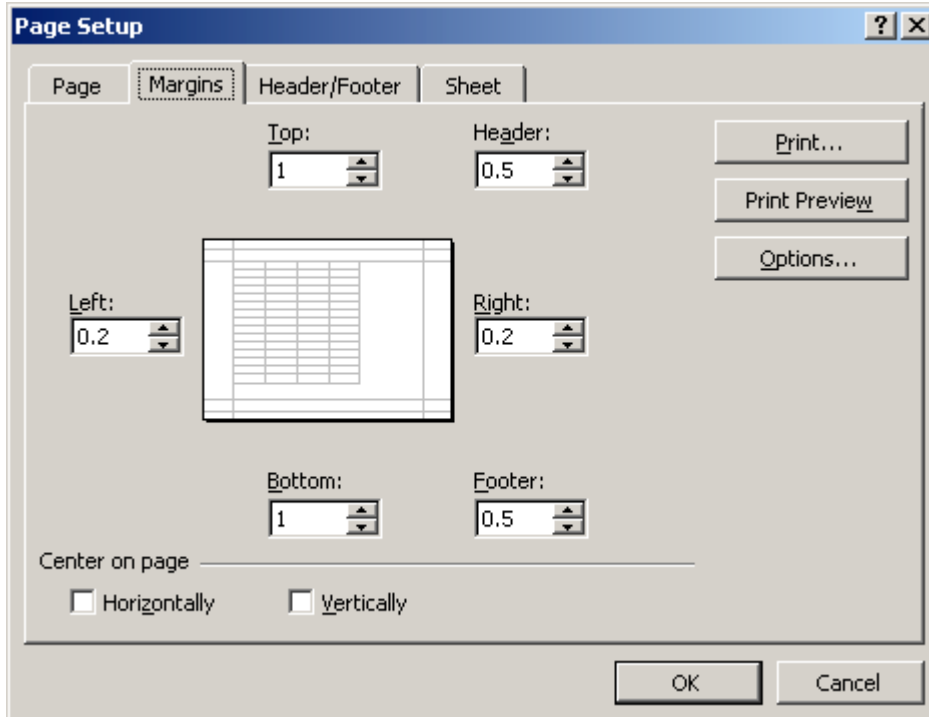


Page Setup changes for printing

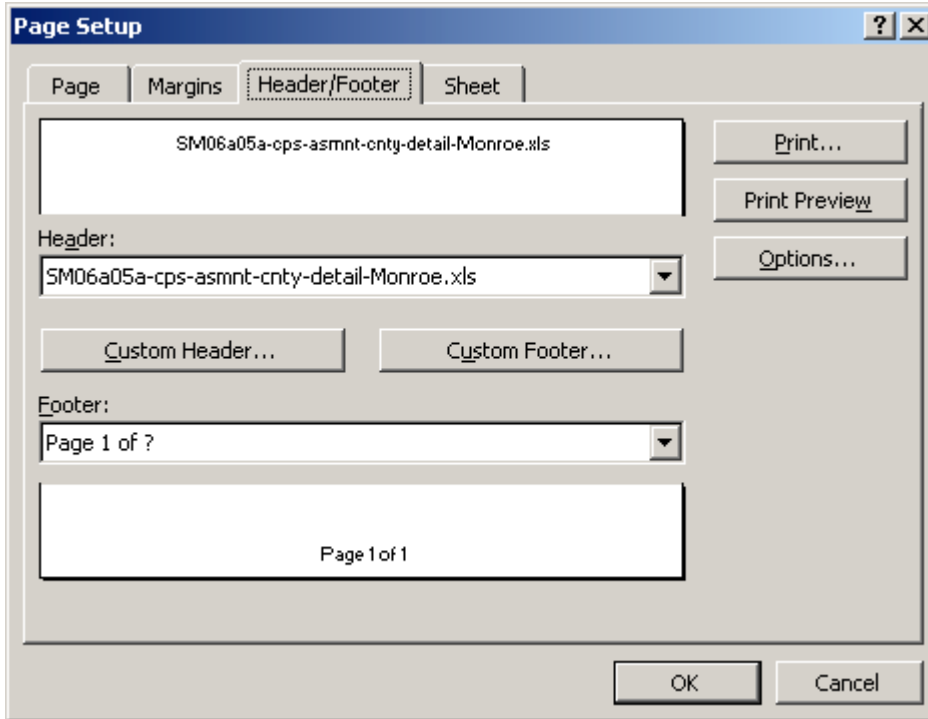
2) Change the Orientation - to Landscape



3) Change the Left and Right Margins



4) Add Headers and Footers



5) Change Key Sheet (i.e., printing) Preferences

